



# Job Description

9th Floor Tanzanite Park, Victoria, Dar es Salaam, Tanzania | +255 758 778 886 | info@empower.co.tz

<b>Job Title</b> Warehouse Clerk and Facilities Coordinator	<b>Job Location</b> Dar es Salaam	<b>Category</b> -
<b>Job Type</b> Full Time	<b>Job level</b> Intermediate	<b>Industry</b> -
<b>Open to Expatriates</b> Only Open to Tanzanian Nationals		

## Minimum Requirements

<b>Min Budget</b> -	<b>Max Budget</b> -	<b>Primary Industry</b> -
<b>Secondary Industry</b> -	<b>Primary Category</b> -	<b>Secondary Category</b> -
<b>Certificate</b> -	<b>Qualification</b> -	

## Summary

Warehouse Clerk and Facilities Coordinator will be responsible:

For orchestrating the movements and storage of goods in a warehouse and Fleet Management.

## Responsibilities

### Overseeing supply and Distribution within the warehouse:

- Ensure that incoming stock is received and stored correctly and safely in the warehouse. Locate the items needed and prepare them for loading.
- Monitor incoming and outgoing stock for obvious faults or defects and report these to a supervisor or senior manager.
- Be aware if there are faults in warehouse equipment, particularly if these pose a threat to workers' health and safety.
- Check orders against original purchase documents and ensure that shipment contents are double-checked for accuracy.
- Conduct audits of warehouse stock and measure performance indicators such as time taken to fulfil an order.
- Oversee the process of receiving goods by ensuring that the quality and quantity of goods match the order forms.
- Record damaged goods and follow corrective procedures to oversee the replacement of goods or restoration of funds in a timely manner.
- Provide source documents to Warehouse Clerk. Capture goods receipt entries on the company's purchasing system.
- Oversee the transportation of stock to the correct storing areas in a timely manner by making use of the appropriate equipment e.g. forklifts and pallet jacks.
- Ensure that all inventory items are properly labelled and readily accessible by implementing the defined labelling procedure.
- Ensure correct products are picked as per picky slip, packed neatly and wrapped.
- Schedule regular maintenance to be conducted on warehouse equipment (e.g. forklifts).
- Ensure that correct goods and amounts are packed and distributed according to distribution requests by conducting regular as well as random quality checks.
- Ensures a building's services meet workers' needs.
- Performs preventative maintenance on building systems, plumbing, electrical and related components.
- Responsible for basic maintenance and repair of the facility, including interior and exterior.

## Education & Qualifications

---

NQF Level:

- NQF Level 4 – National Senior Certificate.

Qualification Preferred:

- Industry-recognised training in facilities.

---

## Requirements

- 2 years + experience in warehouse, forklift operator and distribution operations
- 2 years + experience in Facilities environment

---

## Characteristics

- Knowledge of logistics and warehousing principles
- Knowledge of e-warehousing tools including databases
- Team-working & Supporting
- Serving Customers, Clients & Communities
- Communicating & Presenting
- Writing & Reporting
- Creating & Innovating
- Forming Concepts & Strategies
- Delivering Quality

---

## Reporting To

Head Office Regional Manager

---

## Driving Licence

Not Required

To Apply for This Job [Click Here](#)